

## **MINUTES**

### **STATE ADVISORY COUNCIL ON LIBRARIES**

**MARCH 2, 2007**

The State Advisory Council on Libraries convened in a regularly scheduled meeting at the Kentucky Department for Libraries and Archives, on Friday, March 2, 2007.

Present were:

#### Council

Linda Begley  
Karl Benson  
William Hansen  
Kimberly Hartz  
Carolyn Ingram  
Linda Kompanik  
Carol Mitchell  
Karen Porter  
Lynda Short  
Janet Stith  
Etolia White  
Bill Wilson  
Janice Wren

#### KDLA

Richard Belding  
Charlene Davis  
Lori Harlan  
Laura Negron  
Wayne Onkst  
Paige Sexton  
Christie Robinson

KLA President  
Laura Davison

### **WELCOME AND INTRODUCTIONS**

Ms. Kimberly Hartz welcomed everyone to the meeting and called the meeting to order. Introductions were made and everyone met our new Commissioner Wayne Onkst.

### **APPROVAL OF AUGUST 11, 2006 MEETING MINUTES**

No changes were made to the August 11, 2006 meeting minutes of the State Advisory Council on Libraries; minutes were approved as distributed.

### **KLA REPORT**

Laura Davison, the new President of the Kentucky Library Association, reviewed the KLA report which highlighted the creation of four new Ad Hoc Committees each charged with a specific issue. The new committees are: Board Representation, Minority Scholarship, Structure & Long Range Planning, and Vendor Sponsorship.

KLA also is in the early stages of planning the 2008 Annual Conference, which will be a co-joined event with the Southeastern Library Association (SELA) and the National Diversity in Libraries Conference (NDLC). Debbie Oberhausen from Louisville Free Public Library will be chairing this planning committee.

Nine KLA Board members will be attending National Library Legislative Day in Washington, DC, May 1-2, 2007 to visit with the Kentucky Congressional Delegation to discuss national & local library issues.

KLA is also working on the following upcoming conferences: April 18-20, 2007 Academic & Special Sections' Joint Spring Conference in Florence, April 25-27, 2007 Public Section & Trustees' Spring Conference in Florence, and Sept. 19-22, 2007 KLA/KSMA Annual Conference in Louisville.

## **LSTA UPDATE**

Laura Negron, KDLA's Grants & Contracts Administrator, advised the Council that the LSTA 2006 Annual Report was submitted and approved by the IMLS Office in Washington. KDLA is also in the process of updating some of our LSTA forms and Laura is planning on making site visits with libraries and project monitors for the 2007 LSTA projects.

KDLA is also preparing for the LSTA 5 YR Evaluation, which is due to IMLS by March 31, 2007 and the 5 YR Plan which is due by June 30, 2007. Laura reported that she is going to try to implement some outcome based evaluation training in the near future and would like to have some members of the Council participate in that training.

## **GATES GRANTS UPDATE**

Charlene Davis briefed the Council on the three Gates Library Foundation Grants that KDLA are currently involved in. The first is the Staying Connected Grant which was aimed at improving public access computing. There were four categories of funds in this Grant program: Public Access Computer Upgrade/Replacement, Broadband Connectivity Upgrade, Training Sustainability, and Technical Support. Ultimately, KDLA was granted \$174,357 from the Foundation funds to support Training Sustainability. This training involved both face-to-face training and online live classes and almost 300 library staff received some type of training through this grant.

Charlene also talked about the Public Access Computer Hardware Upgrade Grant Program (PACHUG). This grant was awarded to help update computer hardware that was initially deployed by the Foundation in rural counties where public libraries were not able to support hardware upgrades on their own. This grant allowed more than 600 computers to be replaced or upgraded in some instances.

The last grant that Charlene discussed is the Rural Sustainability Grant which covers general areas to help library staff be able to sustain their own network needs. This grant targets teaching library staff how to develop a network training plan for their library and the grant will cover their training and travel expenses. This grant also allows a participant from a rural library to travel to the American Libraries Association annual conference in June.

## **ARCHIVES REPORT**

Richard Belding explained a change made by the Archives & Records Commission meeting in December to the General Schedule for retention under "General Correspondence" to retain that series "for two years" instead of "up to two years." This change was made in order to help state agencies and their employees acknowledge the changes in government recordkeeping, especially e-mail correspondence. Public Records staff have been working on a presentation that will help communicate this change to other state agencies. Public Records staff have also met with representatives from the Personnel Cabinet and they are trying to include information in the Personnel Handbook about each employee's record management responsibilities.

Richard also informed the Council that in updating our request for the Archives Addition in the Capital Budget Planning Process our most recent cost estimate, provided by the Division of Engineering and Contract Administration at Finance, projects the Archives Addition to be \$11.047 million if it is funded in 2008, with construction to start in mid-2009. Our last request for the same addition was a little over \$8 million, so the cost has increased over \$3 million dollars from the last budget cycle. We are in desperate need for this building request to be approved during the next Capital Construction Planning Cycle.

Local Records staff have been working with the Education Cabinet and the County Clerk's in Clinton, Cumberland, Monroe, and Russell Counties in preparation for a pending disaster if the Wolf Creek Dam fails. These counties have been identified as being in the inundation counties and KDLA has been working with them on microfilming records and developing a Preservation Response Plan, along with a priority contact list in case of an emergency.

## **LEGISLATIVE UPDATE**

Wayne Onkst reported that HB386 will allow change in the regulatory language where accrued unused funds received from the public library certification program can be used in the library scholarship fund that has already been established, but has never been funded. It will also allow for the possible increase of certification fees to be from \$5.00 up to \$20.00.

There is also language that changes the representation of the State Advisory Council on Libraries membership from having two representatives from institutional libraries to include those two representatives under the "Special & Institutional" library category on the Council. This language also changes the language of the Council from being under the Cabinet for Education and the Arts to the "Education Cabinet". The Council also noted that the bill should read "Ky. Dept for Libraries & Archives", instead of "Ky. Dept. of Libraries & Archives." Wayne said we would see if it was possible at this point to get that wording changed.

Wayne Onkst also discussed HB273, which allows the option for the trustees of a county law library to make an agreement with the county public library for the public library to house the county law library. The current law requires that the law library must be located in the county courthouse or a building adjacent to the county courthouse. HB 273 would also allow the law library to obtain electronic databases as a resource.

## **KDLA UPDATE REPORT**

Commissioner Onkst reported that he will be traveling to Western Kentucky during the week of March 12<sup>th</sup> and will be meeting with different counties to discuss public library development, and the possibility of establishing public library service in certain counties that do not have public libraries. Commissioner Onkst discussed with the Council that a minimum level of support from certain counties will be expected, but what that minimum level of support will be, may be hard to determine.

The public library standards have recently been revised and distributed to public libraries. This will be a guide for helping public libraries set standards for their particular library and can be used as a tool to strengthen public library service across the state.

Wayne Onkst briefed the Council on the Construction Appeal Hearings, which took place on Friday, February 9, 2007. Boyle, Fayette, and Oldham counties appealed the amount of construction grant funding that they were awarded. The Appeal Review Committee will be making a recommendation to Wayne regarding the construction grants. Once the libraries that are involved in the construction grant process receives the Appeal Review Committee's recommendation they will have 15 days to submit their response regarding the Appeal Committee's recommendation to Wayne. Following that 15 day period, Wayne will then have 14 days to make a final decision. Wayne is hopeful the appeal process will be completed by the end of March.

Wayne also stated that until KDLA starts getting more funding placed in our budget for construction projects, this is going to continue to be a problem. There are more demands and technology needs out in the state than we can meet and counties cannot meet these needs on their own. The Council also discussed how difficult it is to identify needs in the grants process, because basically all public libraries have needs. Wayne asked the Council for their advice if they have any suggestions about how to best balance needs in counties that are very limited in funds versus those who may have more means to help themselves. The Council stressed how very important it is that we get our Legislators to support public libraries through funding HB825.

## **ANNOUNCEMENTS**

- Paige Sexton advised the Council that applications are now being accepted for the third Public Awareness Leadership Institute. This Institute is a model training program planned to graduate a class of new "public relations professionals." The Institute is aimed at library directors, staff, trustees, and Friends who may have an influence on public awareness activities in their community. There will be five different sessions with the first one scheduled for April 4-5, 2007 at Kentucky Dam Village State

Resort Park. If you or someone you know is interested in applying for the Institute, please contact Paige Sexton as soon as possible.

- Christie Robinson reported that KDLA is gearing up to begin a new strategic planning process. We will be hiring an outside consultant to help us work toward setting a new vision, mission, and goals. The Council is welcome to have a couple of representatives to assist us during this process for those who are interested. Linda Kompanik expressed an interest in participating. We hope to begin the process in mid April and finish by the end of September.
- A memo has been sent to the Governor's Office asking for new and re-appointments for membership for the State Advisory Council on Libraries, as of this date no appointments have been made.

#### **NEXT MEETING**

The next meeting of the State Advisory Council on Libraries will be on Friday, May 18, 2006 at 1:30 p.m. in the KDLA Board Room.

#### **ADJOURNMENT**